



Meeting Street

JOB VACANCY NOTICE

POSTED: 10/21/11

Job Title: Vocational Coordinator	Program: Carter School
Supervisor: Team Leader – Carter School	Working Hours: 25
Position Supervised (if any): Head of Carter School	Job # 300039

Critical features of this job are described below. They are subject to change at any time as duties, tasks and functions are assigned or re-assigned by management.

1. SUMMARY OF MAIN DUTIES: Create offsite vocational opportunities for students and develop onsite preparatory training.

2. JOB DUTIES:

1. Procure offsite employment placements for students;
2. Translate IEP goals and objectives in routines in collaboration with teachers and therapists;
3. Work with students in offsite job placements;
4. Evaluate sites and students before, during, and after instructions;
5. Communicate with all team members (including parents and school districts) and employers on a regular basis;
6. Collaborate with social worker and agencies on transitioning to post school environments;
7. Assist in the evacuation of babies, children and clients during fire drills or other emergencies.
8. CPR training
9. Perform other duties as required or assigned.

3. PROFESSIONAL STANDARDS, EXPERIENCE, TRAINING AND/OR EDUCATION NEEDED:

A. SKILLS

- Excellent verbal and written communication skills
- Able to work independently as well as a team member

B. PROFESSIONAL AND LEGAL STANDARDS

- Use and disclose PHI only as authorized, as necessary to carry out job duties
- Complete privacy and security training
- Report suspected violations including those of a business associate

C. EXPERIENCE

- Experience working with students with disabilities is required;
- Experience as a vocational coordinator or job coach is preferred;
- Experience with business environments is desirable.

D. TRAINING AND EDUCATION

- RI teacher assistant certification or eligible (minimum 2 years of college)
- Valid driver's license.

For a copy of the job description, job vacancy application, or other inquiries contact Doris Brissette Ext. 280

Application Deadline:

To apply for this position, please submit a completed Job Vacancy Application to:

Forward Resume to: (Please refer to job # **300039** when applying)

Doris M. Brissette Human Resources Manager

Meeting Street 1000 Eddy Street, Providence, RI 02905

Tel: 401-533-9280, Fax 401-533-9101 or email: resumes@meetingstreet.org